DEAN’S CABINET MINUTES
MONDAY, SEPTEMBER 12, 2022
Virtual Meeting
CABINET MEMBERS:

- ☐ Sandra Bauman, Dean/CEO
- ☐ Tricia Fiscus, Asst. Dean of Admin. Affairs
- ☐ Stephanie Hunthausen, Exec. Dir. CTE & DE
- ☐ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
- ☐ Jessie Pate, Dir. IR/Effectiveness
- ☐ Mel Ewing, CIO
- ☐ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- ☐ Sarah Dellwo, Exec. Dir. Enrollment
- ☐ Abigail Rausch, Director of Marketing ...
- ☐ Paige Payne, Executive Assist. to the Dean/CEO (recorder)

Pre-Reads:
- Nursing Program Review & Electronic Key Form

Mastermind Discussion:

Approve 8/22/2022 Minutes
- Sarah Dellwo moved to approve the minutes. Tricia Fiscus seconded the motion. The minutes were approved.

Questions about Updates?
- Banner Move to the Cloud.
  - UM is moving to the cloud which is a year-long process. UMW has already moved to the cloud.
  - After UM, Montana Tech will migrate, then HC. HC is two years out. It will not affect our support from Brad Collins.
  - Do UM’s cloud service updates change for HC when they are on the cloud?
  - How does HC pay for it? HC pays an annual licensing cost that will remain the same.
  - Mel will provide a weekly update in IT area updates. Mel is in constant conversation with UM and Tech.

SOC Update: None

CARES Update:
- One food insecurity, one random physical assault (not Title IX) off-campus, and two instances concerning unusual mental behavior.

Electronic Key Form (ME)
- The Welcome Center gate is opened with a key.
- Facilities will be the keeper of keys and IT will be the keeper of the fobs.
- The key policy will be updated.
- There is concern that staff will have access to all areas. Cabinet will create groups/zones for their employees.

Deb Rapaport Nursing Program Review - Cabinet Feedback and Recommendation

Overall good recommendations to continue to grow the program. Cabinet would prioritize as 1, 3, and 2 in order of completion.
1. Recommendation 1 - The Simulation lab is important for not just sustaining our existing program, but also for growth. We need the simulation option to move from 16 students per term to 20 per term in the program. We are well underway to making this lab a reality. The director will need to assess staffing to ensure the lab is supported. Since two faculty were hired this year, we have not budgeted to also have the lab manager position. An idea would be to determine if the administrative assistant and the lab manager positions could be combined. The budget to construct the simulation lab should be included in the annual plan documentation of the completion of this recommendation.

2. Recommendation 3 - The LPN to RN bridge as a stand-alone program is interesting and would be unique in Montana. The cabinet supports this program. There appears to be very little additional cost for bringing in additional students. When developing this program, the budget needs to be clearly stated in terms of additional instructors/adjuncts required and number of additional students that would be served.

3. Recommendation 2 - The growth of the LPN program should be pursued after the completion of the LPN to RN bridge program, as that opportunity could provide additional incentive to pursue the LPN option. Additionally, hospitals are moving back to hiring LPNs out of necessity and wages are on the rise, so this is a very good option for students. Promotion of the program is important as interest in this program has been declining. Prior to investing in additional personnel, we need to ensure we have students in the pipeline.

Metals Tech Program Review – Cabinet Feedback and Recommendation (September 9, 2022)

Overall comments: The program review process for the AAS in Metals Technology was a very valuable exercise to help us see the importance of providing dedicated resources for this program separately from the Industry Welding & Fabrication and the CNC Machining programs. Data needs to be gathered independently about this specific program to continue to ensure we are providing the appropriate resources to support and make improvements.

We agree with the APRC recommendation to continue the program and form an industry advisory board that is specific to this program in order to learn more about employer needs and opportunities for students. We will also do the work with the OCHE to determine if an AAS can be compromised of an AAS with a stacked CAS; however, we do not recommend making that change unless employers strongly advise us to do so. Currently, a strength of the Metals Tech program is that it serves students who are not interested in the second year of the welding or machining programs because the computerized aspects are not what they are interested in pursuing. After the research has been completed, pursue promotion of this program as an option, rather than passively awarding it to students.

Recommendations:
1. Complete separate annual plan each year for Metals Tech.
2. Form Metals Tech advisory board.
3. Create advising materials to highlight the opportunities in all the tracks – Welding, CNC Machining, and Metals Tech.
4. Ensure we are completing change of program forms so we can better track numbers of students in the program. Also, ensure we are auditing for program completion and awarding of degree when earned.